

# A GUIDE TO THE DESIGN REVIEW PROCESS

One of the intents of this document is to set out guidelines by which City Planning staff can review your project. If your project meets certain provisions of these Guidelines, then no ABR, Planning Commission or environmental review will be required. If you have questions about the design review process or these Guidelines, please contact Planning Staff. They will be happy to help you. Please note that Hillside Housing refers to housing within the Hillside Design District; Infill Housing refers to housing in areas outside the Hillside Design District.

## **NPO Update Interim Ordinance**

(Effective October 1<sup>st</sup>, 2005

until the Neighborhood Preservation Ordinance (NPO) Update is complete) for

### **Single Family Projects Only:**

Yes      No

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**1. Does your single family project meet one of the following criteria height criteria?**

Yes      No

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**a. Will the project be two or more stories?**

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**b. Will the project height exceed a maximum building height of 17 feet measured from natural grade?**

If you answered “yes” to items a. or b., go to question 2.

If you answered “no” to both 1a. and 1b., continue to NPO checklist question 1, on the next page, to determine the level of review required for your project.

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**2. Will the project increase the combined floor area of all structures on the site by more than fifty percent (50%) above the combined floor area of all structures constructed pursuant to valid building permits existing on the site as of July 1, 1992?**

If you answered “yes”, submit an application for ABR review and go to NPO Checklist question 14 to determine whether Planning Commission review is also required.

If you answered “no”, continue to the NPO checklist question 1, on the next page, to determine the level of review required for your project.

# DESIGN REVIEW REQUIREMENTS FOR SINGLE FAMILY AND ONE-STORY DUPLEX PROJECTS

## *(N.P.O. Checklist)*

Answer these questions in sequence; you may not need to answer every question to find out if your project requires design review if you follow the directions.

- PLEASE NOTE: \*
- \* If your project consists solely of alterations to existing structures with no new square footage, use the existing site square footage when the checklist asks for new or additional square footage.
  - \* Square footage totals are calculated by including the square footage of all stories of all structures including parking garages, carports and any other accessory structures as defined in Title 28 of the Zoning Ordinance.
  - \* Grading calculations are determined by adding the amounts of cut and fill. This includes any excavation required for swimming pools.

Yes      No

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**1. Is your property in the City?**

If “yes”, go to question 2.

If “no”, go to the appropriate jurisdictional office.

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**2. Is your property in either the El Pueblo Viejo (Part I or II) or Brinkerhoff Avenue Landmark District?** (Map available at Planning Counter, 630 Garden Street.)

If “yes”, submit an application for Historic Landmarks Commission review and go to question 14 to determine whether Planning Commission review is also required.

If “no”, go to question 3.

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**3. Is your project in the Mission Area Special Design District?** (Map available at Planning Counter, 630 Garden Street.)

If “yes”, submit an application for ABR review and go to question 14 to determine whether Planning Commission review is also required.

If “no”, go to question 4.

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**4. Is your project in the Hillside Design District?** (Map available in Single Family Residence Design Guidelines, pages H-2 through H-5)

If “yes”, go to question 5.

If “no”, go to question 7.

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**5. Is the average slope of your property; OR the average slope of your building and grading site 20% or greater?**

If “yes”, submit an application for ABR review and go to question 15 to determine

*(Effective 1998-08-04; Revised 2005-10-04)*

12.3

Yes

No

whether Planning Commission review is also required.

If “no”, go to question 6.

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- 6. Is the total amount of grading proposed (cut plus fill), excluding grading under the main building footprint, greater than 250 cubic yards?**

If “yes”, submit an application for ABR review and go to question 15 to determine whether Planning Commission review is also required.

If “no”, go to question 7.

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- 7. Is the total square footage (all floors and stories of all new structures, additions plus existing structures) on the site greater than 4,000 square feet? If no new or additional square footage is proposed, is the total existing square footage on the site greater than 4,000 square feet?**

If “yes”, go to question 12.

If “no”, go to question 8.

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- 8. Is the total square footage (all floors and stories of all new structures, additions plus existing structures) on the site greater than 35% of the lot area? If no new or additional square footage is proposed, is the total existing square footage on the site greater than 35% of the lot area?**

If “yes”, go to question 11.

If “no”, go to question 9. However, if “no” and the site is vacant, ABR review is not required; prepare working plans and submit to the Building & Safety Division for a building permit.

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- 9. Does your project consist solely of alterations with no new square footage?**

If “yes”, ABR review is not required; prepare working plans and submit to the Building & Safety Division for a building permit.

If “no”, go to question 10.

## 12.4

Yes

No

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**10. Does the project meet ONE OR MORE of the following criteria?**

Yes

No

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**a. If you are adding square footage to existing structure(s), will the addition(s) exceed 50% of the total existing square footage of all structures that existed on the site as of July 1, 1992?**

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**b. If the project includes reconstruction, will the total square footage exceed 50% of the total existing square footage of all structures that existed on the site?**

If you answered "yes" to items a. and/or b., go to question 11.

If you answered "no" to items a. and b., ABR review is not required; prepare working plans and submit to the Building & Safety Division for a building permit.

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**11. Is the total square footage of the new structure(s) or addition(s) plus existing structures (if any) on the site greater than 2,500 square feet? If the site is vacant, is the total square footage of the new structures on the site greater than 2,500 square feet?**

If "yes", go to question 12.

If "no", ABR review is not required; prepare working plans and submit to the Building & Safety Division for a building permit.

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**12. Is the height of all new structure(s) and addition(s) greater than 17 feet from natural grade to the roof line? If only alterations are proposed, will the alterations increase the height of the structures to greater than 17 feet measured from natural grade to the roof line?**

If "yes", go to question 13.

If "no", go to question 14 to determine whether ABR and Planning Commission review is required.

## 12.5

Yes

No

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**13. Do(es) the new structure(s) or addition(s) meet ONE OR MORE of the following criteria?**

Yes

No

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a. A coastal development permit or zoning modifications will be needed in order to build the structure(s) or the addition(s).

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b. The project will not be designed in a single architectural style. (In determining single architectural style, the following elements shall be taken into consideration: roof pitch and materials, window and door style and materials, window proportions and exterior colors and materials.)

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c. Less than seventy five percent (75%) of the length of each exterior wall of the second story on a new main structure(s) or an addition(s) to an existing main structure(s) will be set back a minimum of one and one-half times the required interior yard setback not including uncovered decks or balconies, for all interior yards. Rear yards in the R-3 and R-4 zones are excluded. (See illustration, page 13)

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d. The new structure(s) or addition(s) will exceed 25 feet in height above natural grade at any point, exclusive of architectural elements such as chimneys, vents, antennae and towers that do not add floor area to the building. All portions of the roof are included in the building height.

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e. A portion of the structure will cantilever beyond the face of the structure below by more than four feet (4').

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f. At least one of the proposed site retaining walls will either:

- i) be six feet (6') or greater in height; OR
- ii) exceeds forty-two inches (42") in height and will not be faced with sandstone, fieldstone, slumpstone, adobe or similar natural-appearing materials, OR
- iii) the total length of all retaining walls on the site, not including those that are part of buildings, will exceed 150 feet in length.

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g. The total grading proposed (cut and fill), excluding grading under the building footprint, will exceed 250 cubic yards.

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h. A specimen tree, skyline tree, designated Historic or Landmark tree, or oak tree with a diameter of four inches (4") or more at four feet (4') above natural grade, will be removed.

If you answered "yes" to one or more items a. through h. (including one option under f.), submit an application for ABR review and go to question 14 to determine whether Planning Commission review is also required.

If you answered "no" to a. through h. (including both options under f.), go to question 14 to determine whether Planning Commission review is also required.

## PLANNING COMMISSION REVIEW REQUIREMENTS

Yes

No

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**14. Is any portion of your project site in the Hillside Design District?**

If “yes”, go to question 15.

If “no”, Planning Commission review is not required. However, design review is required if you answered “yes” to questions 2, 3, 5, 6, or 13.

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**15. Is the total combined square footage of the new structure(s) or addition(s) plus existing structure(s) (if any) on the site greater than 6,500 square feet?**

If “yes”, submit an application for Planning Commission review with your application for design review.

If “no”, go to question 16.

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**16. Is the amount of grading greater than 500 cubic yards of cut and fill, excluding grading necessary for the building foundation of the main building(s)?**

If “yes”, submit an application for Planning Commission review with your application for design review.

If “no”, Planning Commission review is not required. However, design review is required if you answered “yes” to questions 2, 3, 5, 6, or 13.

**Note:** If the ABR/HLC determine that a project is proposed for a site which is highly visible to the public, the Board or Commission may, prior to taking final action on the application, require presentation of the application to the Planning Commission for its comments. Therefore, you will be required to submit an application for Planning Commission review.

**Note:** If, during ABR/HLC Concept Review, it is determined that an Environmental Impact Report is required, it will be necessary for you to submit an application for Planning Commission review.